

# CIVIL COURTS

## District and County Courts of Travis County

### Vendor Invoice for Foreign Language Interpreters

***(This section to be completed by Foreign Language Court Interpreter)***

Vendor Name: \_\_\_\_\_ Vendor Phone Number: \_\_\_\_\_

Vendor Number: \_\_\_\_\_ Vendor Email: \_\_\_\_\_

Date of Service: \_\_\_\_\_ Cause Number: \_\_\_\_\_

Court: \_\_\_\_\_ Presiding Judge: \_\_\_\_\_ Name of Party: \_\_\_\_\_

- ☐ **Hourly Rate for In-Person Hearings/Jury Trials (\$100/hour).**
- ☐ **Hourly Rate for Remote Hearings/Jury Trials (\$65/hour).**

Time Interpreting Started: \_\_\_\_\_ Time Interpreting Completed: \_\_\_\_\_

Total Number of Hours Spent Interpreting: \_\_\_\_\_

Language in Which Interpreting Services Provided: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**(Date)**

**(Interpreter's Signature)**

\*\*\*\*\*

- ☐ **Cancellation Policy** - In the event the court cancels less than 24 hours before the beginning of the assignment for which the interpreter is scheduled to work, a cancellation fee of \$200 or a 2-hour minimum will be paid for in-person, or \$130 or a 2-hour minimum will be paid for remote cancellations.

***(This section to be completed by Civil Courts Administration Staff.)***

*\*Court administration staff will review all interpreter invoices to ensure compliance with the Judge's approved fee schedule.*

**Amount Approved by Court Administration:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

***(This section to be completed by Civil Courts Financial Staff.)***

**Amount Approved by Finance Department:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Presiding Judge's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_